



Washington, D.C. 20505

21 November 2018

Ms. Emma Best
MuckRock News
DEPT MR 63049
411A Highland Avenue
Somerville, MA 02144-2516

Reference: F-2019-00295

Dear Ms. Best:

On 5 November 2018, the office of the Information and Privacy Coordinator received your 3 November 2018 Freedom of Information Act (FOIA) request for the following record: **a copy of the Notification of Intent to Recommend Separation associated with the 1977 Halloween Massacre. This can be fulfilled be either a blank draft, or a completed copy with or without the recipient's name redacted.**

Our officers will review your request and will advise you should they encounter any problems or if they cannot begin the search without additional information or clarification. We have assigned your request the reference number above. Please use this number when corresponding so that we can identify it easily. We will search for records up to and including the date the Agency starts its search. In accordance with our regulations, as a matter of administrative discretion, the Agency has waived the fees for this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Allison Fong", is positioned below the "Sincerely," text.

Allison Fong
Information and Privacy Coordinator